

# MONROE COUNTY

## JOB DESCRIPTION

Position Title:		Date:
Position Level:	FLSA Status:	Class Code:

### GENERAL DESCRIPTION

### KEY RESPONSIBILITIES

\* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b>	<b>Class Code:</b>	<b>Position Level:</b>
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KEY JOB REQUIREMENTS
<i>Education:</i>
<i>Experience:</i>
<i>Impact of Actions:</i>
<i>Complexity:</i>
<i>Decision Making:</i>
<i>Communication with Others:</i>
<i>Managerial Skills:</i>
<i>Working Conditions/ Physical Effort:</i>
<i>On Call Requirements:</i>

APPROVALS
<i>Department Head:</i>
Name: _____ Signature: _____ Date: _____
<i>Division Director:</i>
Name: _____ Signature: _____ Date: _____
<i>County Administrator:</i>
Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

